

West Coulee Station Elementary School Communication Plan

At West Coulee Station Elementary School, we are committed to providing and fostering open dialogue with all educational stakeholders.

When sharing ANY information, our communication practices must be aligned with WCS policies, Human Rights legislation and the Freedom of Information and Protection of Privacy Act (FOIP).

Our Commitment to Families:

1 SCHOOL WEBSITE

Please check our West Coulee Station Elementary School website regularly for all up-to-date information and dates.

[Home | West Coulee Station Elementary School \(lethsd.ab.ca\)](http://lethsd.ab.ca)

2 PRIMARY COMMUNICATION

Our primary communication will be Email and Phone. We will reply to all issues, questions and concerns brought forward by parents. When we know of a concern, we can often find solutions and resolutions quickly, and we can work collaboratively to help solve problems.

3 COMMUNICATION HOURS & PROCEDURES

We invite you to email or phone any time you have a concern. We will endeavor to reply to messages within 24 hours. Please note on our website: calendar, bell schedule, the times the school is closed, and staff may be unavailable. If you do not receive a reply, please contact the office directly during school hours. Additionally, the primary focus of a teacher's job is interaction with their students. As such, an immediate response is not always possible. If you have pressing concerns, please contact the main office.

4 CLASSROOM COMMUNICATION

Classroom information will be sent from your child's teacher(s). Generally, this information includes updates on learning occurring in the classroom and may include how parents can support this learning at home. As well specific classroom information will be shared such as class field trips, supplies needed and upcoming tests.

5 SCHOOL-WIDE COMMUNICATION

School communication will be sent to the email address(es) provided once a week. This communication will contain schoolwide information and important dates.

6 West Coulee Station ASSESSMENT

West Coulee Station Elementary School assessment system. Parents are encouraged to sign up for PowerSchool as our new outcome-based report card can be seen on PowerSchool.

7 LEARNING MANAGEMENT SYSTEM

Teachers will be using Microsoft Teams or a class website as the primary learning management system with students. Teachers will ensure they communicate their preferred method in the early days of school.

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As part of our communication plan at West Coulee Station Elementary School, we ask that our parents do their best to stay involved and collaborate with us by committing to the following:

Parent and Guardian Responsibilities:

1 EMAILS, FORMS, & WEBSITE

Please stay informed by reading communications and regularly referring to the school website. Ensure you are signing and returning forms in a timely manner.

2 ENSURE CORRECT CONTACT INFORMATION

Please ensure the school has correct email addresses on file as this is our primary method of communication. If you would like information going home to both parents, please ensure those email addresses/phone numbers are on file with the office. If you have any changes to your primary residence, emails, or phone numbers, please contact the office ASAP (587)787-3740

3 CONTACT TEACHERS EARLY WITH CONCERNS

In order to respond to concerns in a timely manner, please contact your child's teacher. When teachers know of a concern, often a solution and resolution can be reached through early problem solving. Please contact your child's teacher(s) to setup an appointment. You can expect an initial reply within approximately 24 hours on school days.

4 AVOID DROP-INS

Our priority during the day is instructional hours and teaching time. Please avoid dropping into a classroom to have a conversation with teachers before school and throughout the teaching day. When stopping in the school please make sure to sign in at the main office.

5 JOIN US FOR PARENT MEETINGS

Formal parent-teacher conferences times are in November and March. Please attend with your child. We believe our parents are partners in learning. There are additional opportunities to be involved such as School Council or School Society.

6 PHONE CALLS

We ask that you call the Main Office for urgent information 587-787-3740.

7 BE AWARE OF CLASSROOM COMMUNICATION

Please note that respectful communication is expected from all parties. Please be aware of the means your child's teacher uses to communicate learning and activities. Parents are encouraged to promote children to be responsible for their learning and information on assignments.

8 PARENTS ARE PARTNERS

Do not hesitate to connect with a teacher or administrator. We want to hear from you. Your input is important and valued.